Appalachian State University
Faculty Senate Agenda
April 11, 2016

AGENDA SUMMARY:
(Full Agenda follows on next page)

(3:15 pm) I. Announcements INFORMATION

(3:20 pm) II. Approval of the Faculty Senate Minutes ACTION

(3:25 pm) III. Visitors’ Reports INFORMATION

A. Lee Ball – Library Discards Update

B. Allan Scherlen, Paul Orkiszewski, Lee Ball – Open Access

(3:50 pm) IV. Provost’s Report INFORMATION

(4:00 pm) V. Chair’s Report INFORMATION

(4:15 pm) VI. Committee Reports

A. Academic Policies Committee INFORMATION

B. Agenda Committee INFORMATION

C. Budget Committee INFORMATION

D. Campus Planning Committee INFORMATION

E. Campus Technology Committee INFORMATION

F. Committee on Committees INFORMATION

G. Faculty Governance Committee ACTION

1. Constitution Changes
4. Combining Surcharge Appeals Board & Tuition Refund Appeals Board

H. Faculty Welfare and Morale Committee

I. Welfare of Students Committee ACTION

1. Senator West – USSC

(4:45 pm) VII. Unfinished Business

(4:50 pm) VIII. New Business

A. Senator Waldroup – HB2
(5:00 pm)  IX.  Adjourn (time approximated)

Appalachian State University
Faculty Senate Agenda
April 11, 2016 3:15 pm
William Strickland Conference Room - 224 I.G. Greer
NOTE: All Faculty Senate meetings are recorded.

(3:15 pm)  I.  Announcements
      A.  Welcome and Introduction of Visitors.

(3:20 pm)  II.  Minutes
      A.  Approval of March 14, 2016 Faculty Senate minutes.  Available 
online at:

      http://facsen.appstate.edu/sites/facsen.appstate.edu/files/Fac%20Sen%20Meeting%20Minutes%20Draft%20March%202014%202016.pdf

(3:30 pm)  III.  Visitors’ Reports
      A.  Lee Ball – Library Discards Update
      B.  Allan Scherlen, Paul Orkiszewski, Lee Ball – Open Access

(3:40 pm)  IV.  Provost’s Report

(3:50 pm)  V.  Chair’s Report

(4:00 pm)  VI.  Committee Reports (Committee Chair’s name is in bold.)

      A.  Academic Policies (Campbell, Crepeau, Ortiz, Osinsky, Waldroup, 
           Wheeler)

           No report.

      B.  Agenda Committee (Aycock, Frye, Gates, Spaulding, Provost Kruger)

           No report.

      C.  Budget Committee (Dunston, Madritch, Mohr, Stallworth, Szeto)
No report.

D. Campus Planning Committee (Doll, Marshall, Hartley, Salinas, Stanovsky)

No report.

E. Campus Technology Committee (Cook, Fenwick, Reed, Rice, Shulstad, Spaulding)

No report.

F. Committee on Committees (Frye, Morehouse, Villanova, Weddell)

No report.

G. Faculty Governance Committee (Frye, Gates, Howard, Koch, Rardin)

1. Constitution Changes – See Appendix C
4. Combining Surcharge Appeals Board & Tuition Refund Appeals Board – See Appendix E

H. Faculty Welfare and Morale Committee (Albinsson, Erickson, Hester, McGaha, Peterson-Sparks, Pitofsky, Phillips)

No report.

I. Welfare of Students Committee (Alexander-Eitzman, Fiske, Fitts, West, Westerman, Zrull)

1. University Scholarship Selection Committee (See Appendix A)

(4:40 pm) VII. Unfinished Business

(4:45 pm) VIII. New Business

A. Resolution regarding HB2 (See Appendix D)

(4:55 pm) IX. Adjournment
Appendix A        April 2016

PROPOSED ADDITION TO THE FACULTY HANDBOOK:

University Scholarships Selection Committee (USSC)

- Members on Committee: 22 members consisting of 14 faculty (at least two from each of the five degree-granting colleges and at least one each from the School of Music and the Library), 4 staff (engaged in student development) and 4 graduate students. Each member will serve a three year term. The Director of University Scholarships shall serve as ex officio non-voting member. The Associate Vice Chancellor for Enrollment Management will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

- Report to: The Provost and Executive Vice Chancellor
- Areas of Responsibility: Define assessment criteria, review scholarship applications and identify award recipients for selected academic scholarships administered by the office of the Associate Vice Chancellor for Enrollment Management.

Rationale for the addition: Per a discussion with Faculty Senate leadership on 5/14/15, a need exists for a new University Scholarships Selection Committee. The University Scholarship Selection Committee would be a University Committee appointed by Faculty Senate. It will review the scholarship applications for selected scholarships administered by the office of the Associate Vice Chancellor for Enrollment Management. These scholarships currently include the following, and there may be more added in the future:

1. Academic Excellence (Freshman) - requires interviewing students at Scholars Day
2. Jack & Julie Allen (Freshman) - requires interviewing students at Scholars Day
3. Stick Boy Bread Company (Preference to Employees)
4. Nancy H. Jolly (Sophomore)
5. Academic Excellence (Transfer)
6. Josephus Daniels (Transfer)
7. Herbert W. Wey (Phi Theta Kappans/Transfer)
8. Warrior Fund
9. Firefighter
10. Blowing Rock Country Club (Employees) - requires summer (July) review

Additional Notes: Members should be appointed such that the first meeting could occur no later than December 1, 2015 as there will be planning responsibilities (i.e. review of scholarship application, creation of interview questions and rubrics, etc.). The committee members appointed will need to agree to interview students at Scholars Day (Saturday, February 20, 2015). A minimum of 20 committee members are needed to interview students at Scholars Day. And, at least 2 committee members should be available in the summer (July). Ideally faculty representation would include at least two from each of the five degree-granting colleges and at least one each from the School of Music and the Library. Staff members (4) would include those engaged in student development. For example, staff members from CSIL, ACT, OIED, MSD, Dean of Students, LAP, or Academic Advising. Graduate students (4) would be appointed by the Graduate Student Association Senate.
Proposed Faculty Handbook Changes (from Academic Policy Committee)

The following proposed Faculty Handbook changes are coming at the request of the Academic Policies and Procedures Committee (AP&P). In the process of revising their governing document (The Academic Governance Handbook), AP&P have identified language that they feel is more appropriate in other university documents/handbooks/manuals.

The Senate’s Academic Policy Committee reviewed the proposed language and amended where appropriate. Additional changes occurred in the Governance Committee. Text in yellow highlight reflects language added by the Academic Policy Committee or the Governance Committee.

[Existing Language]

3.4.2 Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee by any of the following:

   a. department, college or school
   b. Faculty Senate
   c. Student Government Association
   d. Council of Deans
   e. 

[Proposed Language]

3.4.2 Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee by any of the following:

   a. Department, program, college or school
   b. Faculty Senate
   c. Student Government Association
   d. Graduate Student Association Senate
   e. Council of Deans
   f. Council of Chairs
Faculty members should exercise extreme care in evaluating students and in reporting grades. A faculty member must secure the form for changing a grade in the departmental office. All grade changes are subject to review by the dean of the college/school. A legitimate reason for all grade changes is required. Except for changes for I (incomplete), the only permissible reason for a grade change is an error on the part of the faculty member in computing or in reporting the student’s grade.

Faculty members should exercise extreme care in evaluating students and in reporting grades. All grade changes are subject to review by the dean of the college/school. A legitimate reason for all grade changes is required. Except for changes for I (incomplete), the only permissible reason for a grade change is an error on the part of the faculty member in computing or in reporting the student’s grade.
6.12.1.1 Grade Reporting (Faculty Absence/Incapacitation)

In all circumstances, except those stipulated below, the grades recorded shall be those assigned by the faculty member (instructor of record). Any action taken by the university to withhold transcripts for any reason shall not involve any changes in the recorded grade.

In the event that a faculty member has not turned in a grade or grades on time, and if the faculty member cannot be located, an interim grade of "NR" (Grade Not Reported) will be assigned by the Registrar's Office. If a graduating student is involved, the departmental chair may, with the concurrence of two other departmental faculty members, assign a grade.

In the event that a faculty member becomes incapacitated prior to the time grades should have been assigned, the departmental chair, along with two other departmental faculty members, shall jointly decide the action to be taken.
6.2.3.4 Independent study

Independent study is the term applied to the study of a subject not listed in the regular curricular offerings. Under the independent study program, a student designs a project and then individually pursues the study under the auspices of qualified faculty member who serves as a consultant for the student during the course of the study. The student must be either degree seeking, working toward teacher licensure or have special permission from the dean. In all cases, permission from the departmental chair (in which the course is offered) will need to be secured. The vehicles for this are course numbers 2500, 3500, 4500, 5500, 6500 and 7500 depending on the level of the student. For information on independent study, students should consult the chair of the department in which the independent study is to be done.

Each student seeking approval for an independent study will petition the appropriate faculty member and seek their consent to supervise the independent study, typically through an oral prospectus. If the faculty member agrees to supervise the student, a written prospectus will be drawn up by the student and presented to the departmental chair. If the chair approves, she/he will determine the amount of credit and authorize the registration for the independent study. The dean of the college involved must endorse the chair’s authorization. Registration for the course will be done during the registration period, and grades will be reported in the regular way at the end of the semester in which the project is completed.

The faculty member who supervises an independent study receives teaching hour credit on the following basis: for each semester hour of undergraduate independent study supervised by a faculty member, the faculty member will receive one-twelfth teaching hour credit; for each semester hour of graduate independent study supervised by a faculty member, the faculty member will receive one-sixth teaching hour credit.

The departmental chair will maintain a record of the work done by faculty members in the chair’s department in supervising students in this category and when the faculty member has accumulated sufficient credits for a teaching load reduction, such a reduction will be given in some term of the regular academic year. It must be understood that the needs of students come first, and it may not always be possible to arrange for the reduced load in the term which the faculty member requests it. Also, it must be understood that the reduction in load can only be claimed during one of the regular terms of the academic year and cannot be claimed during the summer term.

With the approval of the instructor, the departmental chair, the dean of the college, and the Dean of Graduate Studies and Research, graduate students who have been admitted to candidacy and who have filed their Program of Study may register for independent study in their major field.

Students registered for independent study must be scheduled for regular conference periods at least weekly. No more than six semester hours of independent study may be applied toward a graduate degree, and no more than twenty-five percent of the student’s degree program may be taken in a combination of selected topics and independent studies.
6.2.3.5 Individual study

Individual study is the pursuit of a regularly listed course by a student without attending classes on a regular basis. The student must be either degree seeking, working toward teacher licensure or have special permission from the dean. In all cases, permission from the departmental chair (in which the course is offered) will need to be secured. The student seeking approval for an individual study will petition the appropriate faculty member and seek their consent to supervise the individual study, typically through an oral prospectus. If the faculty member agrees to supervise the student, the student and faculty member will work out the method of study, then permission from the departmental chair is secured. The grade for the course will be submitted to the Registrar in the regular way at the end of the semester in which the project is completed.

The usual limitations on academic load apply to the student's total load, including the load in regular classes and work taken individually.

If a faculty member supervises a student in individual study of a course at a time when the faculty member is teaching that course as a part of her/his regular assignment, then the faculty member will receive one-twenty-fourth teaching hour credit for that supervision. If a faculty member supervises a student in individual study of a course at a time when she or he is not teaching that course, then for each semester hour of individual study supervised by the faculty member, the faculty member will receive one-twelth teaching hour credit.

The departmental chair will maintain a record of the work done by the faculty members in the chair's department in supervising students in this category and when the faculty member has accumulated sufficient credits for a teaching load reduction, such a reduction will be given during one term of the regular academic year. It must be understood that the needs of the student come first, and it may not always be possible to arrange for the reduced load in the semester in which the faculty member requests it. Also, it must be understood that the reduction in load can only be claimed during one of the regular semesters of the academic year and cannot be claimed during the summer term.
Appendix C     April 2016

Proposed Handbook Changes – Electronic Voting

I. Faculty Constitution

(Replace existing language with new language)

Article VII. Amendments

Section 1. Any section of the Faculty Constitution may be amended. Amendments to the constitution shall first be considered by the Faculty Senate in a regularly scheduled or called meeting with a quorum present. The proposed amendment(s) shall require a two-thirds vote to pass.

An amendment may refer to multiple sections of the Constitution, but an amendment must refer only to a single theme or topic. If a second theme or topic is to be considered, it shall be treated as a second amendment. More than one amendment may be considered at each meeting.

Section 2. The Faculty Senate shall determine whether a faculty vote on the amendment be carried out electronically or through a general meeting of the faculty. The decision will require a majority vote of the Senators.

Section 3. If voting is to be carried out electronically, a forum to discuss the proposed amendment(s) must be held prior to a vote by the faculty. The forum will be organized by the Faculty Senate. The proposed changes and written notice of the forum shall be sent to voting-eligible faculty by the Faculty Senate Chair at least ten (10) working days prior to the event. Voting on the proposed amendment(s) shall begin within 24 hours of the forum’s completion and will remain open for five (5) working days. An affirmation of the proposed amendment(s) will require approval by two-thirds of the faculty voting. A quorum for voting purposes shall consist of a simple majority (50% + 1) of the voting-eligible faculty.

Section 4. If the voting on proposed changes to the Constitution are to be carried out by a general meeting of the faculty, the Faculty Senate will notify the faculty at least ten (10) days prior to the scheduled meeting. The Faculty Senate Chair will distribute to the faculty a copy of the proposed amendment(s) and the rationale for the proposed changes. A quorum for the meeting shall consist of a simple majority (50% + 1) of the voting-eligible faculty. The meeting shall be conducted according to Robert’s Rules of Order. Passage of the proposed amendment will require approval by a two-thirds of the faculty present.
Faculty Constitution

Bylaws for Article II

(Recommendation: eliminate entire section)

Reasoning:
Section a. is redundant. Already included in Article II, section 1.

Section b. is covered and explained by proposed new Article VII.

Section c. is not relevant because the Senate as a whole prepares constitutional amendments

Section d. is covered under the proposed new Article VII.

Replace with:

Article IX. Emergency Meetings of the Faculty

During the course of the year it may be necessary to respond to unexpected events, or new opportunities that are of a pressing nature. In such cases it may be necessary to call emergency or unscheduled meetings of the faculty.

Section 1. Emergency meetings of the faculty may be called by the Chancellor, Provost and Executive Vice Chancellor, or the Chair of the Faculty Senate.

Section 2. A quorum for an emergency meeting of the faculty shall consist of the faculty present at the meeting.

Section 3. Emergency or unscheduled meetings of the faculty may consider resolutions. However, such meetings are prohibited from considering changes to the Faculty Handbook or the Faculty Constitution.
Resolution on HB2

Whereas, the North Carolina Legislature recently passed House Bill 2, the Public Facilities Privacy and Security Act, and this bill was signed into law on March 23, 2016, by Governor Pat McCrory;

Whereas, this bill discriminates against, and places severe limits on the civil rights of, lesbian, gay, bisexual, and transgender people in our state; and

Whereas, Appalachian State University values diversity and supports making our campus a safe, inclusive space for all, regardless of sexual orientation or gender identity;

Whereas, this bill clearly creates more safety issues than it addresses;

Be it resolved, that the Appalachian State Faculty Senate does not support the discriminatory intent of House Bill 2, and will continue to make our campus as safe and inclusive as possible for all faculty, staff, and students.
Proposal for the Tuition Appeals Committee

Offered by Susan Davies, Associate Vice Chancellor for Enrollment Management

March 25, 2016

Since 2010 a Tuition Surcharge Appeals Board (TSAB) has existed to review the student appeals of tuition surcharge. This TSAB is a required component of the North Carolina state law on tuition surcharge. The TSAB has been chaired by the Associate Vice Chancellor for Enrollment Management and has included one Associate Dean, two faculty (appointed by Deans) and three staff representatives – one each from the Learning Assistance Program, Office of Financial Aid, and Office of Transfer Services.

Beginning in 2014, UNC FIT required that each university have a refund appeals process. This process had not previously existed at Appalachian. A form was created and students began to appeal; however, no formal committee was created. During the 2015-2016 academic year, an ad hoc appeals board was formed that includes the Registrar, University Treasurer, Controller, Dean of Students, and Director of the Office of Disability Services.

This proposal is to combine the two appeals boards into one, which will meet once/month to review any student appeal of tuition charges.

Committee members shall serve a three-year term.

Proposed text in the Faculty Handbook:

TUITION APPEALS COMMITTEE

- **Members on Committee:** 7 members consisting of 4 faculty and 3 staff. Four faculty shall represent four different colleges. The three staff shall represent the Learning Assistance Program, Office of Financial Aid, and Office of Transfer Services. Five representatives shall serve as ex officio non-voting members, one each from the following offices: Registrar’s Office, Student Accounts, Office of Disability Services, Health Services, and the Office of the Dean of Students. The Associate Vice Chancellor for Enrollment Management and Associate Vice Chancellor for Business Affairs will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

- **Report to:** The Provost and Executive Vice Chancellor.

- **Areas of Responsibility:** Review and make decisions on appeals for tuition surcharge and tuition and fee refunds based upon evidence of “Other extraordinary hardship—“Hardship of any kind which, despite responsible handling, resulted in the substantial disruption or interruption of the student’s pursuit of a degree.”
Appendix F    April 11, 2016

Section 10 of Proposed Faculty Handbook Changes from March 14, 2016 Meeting

10) Changes to 4.1.9.3 under 4.1.9 Search Committees to clarify procedures of search committees.

Proposed language:

**4.1.9.3.a** All meetings of search committees shall be held face-to-face on campus. Every member of an academic department must be notified in writing of all meetings and agenda items of the search committee. The announcement should clearly state the time and place of the meeting and it should become a part of the search committee’s records. All department members who so desire may present their views before the committee. (*present 4.1.9.2)*

**4.1.9.3.b** The minutes of the search committee should record all persons in attendance at the meeting and all members absent. A record should be kept of each personnel action considered; however, this should not include individual comments. All personnel actions shall be determined by anonymous paper ballot votes. The written record should state that the search committee formally considered the personnel action. The minutes should show the vote (the number of affirmative and negative votes) on each action, but not the votes of individual members of the committee. *All motions must be phrased in the affirmative.* (*present 4.1.9.3)*

**4.1.9.3.c** A file of all minutes of the search committee shall be maintained with the search committee file (see ASU Policy Manual 601.8, Section 4.10.) In addition, the paper ballots for each vote should be kept in sealed, labeled and dated envelopes with the search committee file. Nothing in these guidelines shall violate the confidentiality of the search committee minutes. (*present 4.1.9.5)*

**4.1.9.3.d** All minutes of search committee action must be approved and, if necessary, modified by a majority of the assembled committee. Such action will normally take place at the next meeting of the committee except that, following the last meeting of the committee in a given academic year, the recorder shall be responsible for gaining the approval of the minutes from the voting members of the committee. (*present 4.1.9.4)*

Current language:

*4.1.9.3* The minutes of the search committee should record all persons in attendance at the meeting and all members absent. A record should be kept of each personnel action considered; however, this should not include individual comments. The written record should state that the search committee formally considered the personnel action. The minutes should show the vote (the number of affirmative and negative votes) on each action, but not the votes of individual members of the committee.